

TONBRIDGE & MALLING BOROUGH COUNCIL

CABINET

30 March 2011

Report of the Management Team

Part 1- Public

Executive Non Key Decisions

1 PROCUREMENT STRATEGY

The purpose of this report is to seek endorsement and approval of the attached updated Procurement Strategy.

1.1 Introduction

- 1.1.1 In the light of the national priority of improving procurement in local government and the Gershon efficiency agenda, amongst other things, the Management Team in April 2005 established a multi disciplinary Procurement Officer Study Group. Its first task to develop a Procurement Strategy. The Strategy seeks to ensure that good procurement practice is applied consistently throughout Tonbridge and Malling Borough Council. A draft Strategy, together with its associated Improvement Plan, was reported to and approved at the Cabinet meeting on 7 September 2005.
- 1.1.2 Procurement is the process of acquiring goods, works and services, covering both acquisition from third parties and from in-house providers. The process spans the whole cycle from identification of needs, through to the end of a services contract or the end of the useful life of an asset. In the context of the procurement process, obtaining best value for money means choosing the bid that offers the optimum combination of whole life costs and benefits to meet the customer's requirement. This is not the lowest initial price option and requires assessing the ongoing revenue/resource costs as well as initial capital investment. Local authorities have a moral and legal duty to ensure that they get good value for money.
- 1.1.3 A number of procurement related documents have been updated to reflect the requirements of the Equality Act 2010 including the Procurement Strategy attached at **[Annex 1]**. We have also taken the opportunity to update the Strategy to reflect recent changes / developments and appended as annexes 'sister' policies so that they are all included in one document and reflected the Council's current key priorities.

1.2 Legal Implications

- 1.2.1 Procurement activity operates within the framework determined by EC and UK law and the Council's Financial Procedure Rules and Contracts Procedure Rules in that order of precedence.

1.3 Financial and Value for Money Considerations

- 1.3.1 Good procurement practice is an essential element of cost-effective and efficient services.

1.4 Risk Assessment

- 1.4.1 The Procurement Strategy sets out how we address procurement; the contribution it can make to improved service delivery; and the strategic framework to ensure compliance with legal requirements and value for money in our procurement activity.

1.5 Equality Impact Assessment

- 1.5.1 See 'Screening for equality impacts' table at end of report

1.6 Policy Considerations

- 1.6.1 Procurement.

1.7 Recommendations

- 1.7.1 Members are **RECOMMENDED** to adopt the attached updated Procurement Strategy.

Background papers:

contact: Neil Lawley

Nil

Julie Beilby
Central Services Director

For Management Team

Sharon Shelton
Director of Finance

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	Yes	If service specifications and conditions are not properly drafted then there is the risk that contractors providing services on behalf of the Council will not embed the Councils equalities duties into their every day

Screening for equality impacts:		
Question	Answer	Explanation of impacts
		activities leading to either direct or indirect discrimination.
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	Yes	By the provision of effective and proportionate provisions on equalities being incorporated into the procurement process the Councils contractors will be encouraged to embed equality outcomes into their own organisation and the way in which they provide the services to the Council.
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		The embedding of fair and transparent procurement procedures which lead to effective procurement choices and decisions in order to provide the best possible services to the community in realisation of the Councils corporate aims and objectives.

In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.